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MEMORANDUM FOR: Chief, Logistics Office

AUG 21 1953

SUBJECT : Report on Overtime Worked and Leave Taken

REFERENCE : CIA Regulation No. [REDACTED]

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1. Attached are copies of tabulations of overtime and holiday time worked and annual and sick leave taken for the period 29 March through 4 July 1953 inclusive. These summaries, one for each pay period, give a complete picture of the overtime and leave record for your office during this entire period. The first column reflects the total regular hours worked during the pay period and subsequent columns give: (a) the total number of employees paid, (b) the number of hours of night differential (if any), (c) overtime worked, (d) holiday time worked, (e) annual leave taken and (f) sick leave taken. The last column indicates the allotment account and is followed by the dates involved in the payroll either on the first or the last line of each summary, (for example, 3-01--03-14 means March 1 through March 14).

2. Following is a summary of the average number of hours per pay period per employee for your office as compared with the average for the Agency as a whole concerning the period 29 March through 4 July 1953.

Item	Averages	
	Your Office	Agency
Overtime	9.25	4.03
Holiday Time	-	.03
Annual Leave	4.95	5.45
Sick Leave	2.03	2.21

3. In addition to the summaries by pay periods for your office we are attaching a listing of leave taken by individuals for the pay period 24 May through 6 June 1953. This listing is provided as an example of a typical pay period and is furnished as an aid in considering the overtime and leave practices of your office. This particular listing, however, does not imply any criticism of any leave taken or overtime granted.

4. These reports on leave taken and overtime worked are being submitted to you for use in connection with consideration of the application of policies concerning the approval of overtime as outlined in CIA Regulation [REDACTED]. In view of our serious budgetary situation during this current year it is essential that care be given in the granting of overtime. Additional funds cannot be made available and all overtime approved must be financed from current allocations.

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CONFIDENTIAL

SIGNED
L. K. WHITE
Acting Deputy Director
(Administration)

Attachments